

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice CM-747

For: State and County Offices

Payments to Producers Identified as Deceased Report for FY 2014 Quarter 3

Approved by: Deputy Administrator, Farm Programs



1 Reviewing Payments to Producers Identified as Deceased Report

A Background

The Payments to Producers Identified as Deceased Report has been made available for FY 2014 Quarter 3.

B Purpose

This notice instructs State and County Offices to complete both the State and county reviews:

- for the quarterly report made available for FY 2014 Quarter 3 payments
- by **COB Friday, September 5, 2014**.

Note: County Office reviews **must** be completed **before** the State Office can conduct their review; therefore, the County Office completion date will be determined by the State Office, so both reviews are completed by the **Friday, September 5, 2014**, deadline.

C Action

County Offices shall review the Payments to Producers Identified as Deceased Report to determine whether:

- corrective actions have been completed according to established procedures
- improper payments were issued to deceased individuals
- additional instructions and actions are required.

State and County Office review of the quarterly report shall be completed and corrective actions documented according to 1-CM, Part 34.

Important: Analysis of previous quarter reports indicates that several reason codes are being used improperly. Review 1-CM, paragraph 1005 and ensure that reason codes are accurately recorded.

Note: Ensure that the Business Partner record has been updated according to the Business Partner Work Instruction (WI) titled, "Perform Death Master File Verification with Worklist". WI can be found on the MIDAS Portal in Bulletin Board > MIDAS Training Documents > Business Partner > Work Instructions, available at https://www.fsa.usda.gov/Internet/FSA_MIDAS/09_WI_BP_Perform_Death_Master_File_Verif_WrklistV2.pdf.

Disposal Date

October 1, 2014

8-5-14

Distribution

State Offices; State Offices relay to County Offices